PUBLICATIONS AVAILABLE FOR DISTRIBUTION

(Revised)

Bulletin 7

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg, 1939

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FOREWORD

A vital service of the Department of Public Instruction is the publication of bulletins containing authentic information and suggesting policies, methods, and materials for the improvement of the program in the public schools. These written documents crystallize in convenient form for ready use practices and principles evolving from the accepted philosophy of education in the State.

The educational services of the Department are numerous and varied. They comprise more than sixty distinct units. The Department aims to make available in concrete form up-to-date materials in every unit of service. Accordingly, the monographs which have been prepared, and which are being prepared, present helpful information with respect to the administration of school affairs, the financing of education, the program of instruction in its many aspects, the licensing of professional groups, the education and certification of teachers, library service, school employes' retirement, and Pennsylvania in history.

The bulletins of the Department are numbered serially from 1 to 1,000. Each bureau or major unit has adopted a block of numbers within these limits and issues publications numbered accordingly.

Following are the numbers which identify the various bureaus of the Department:

Numbers	*Major Units of Service*
1- 49	Executive Office
50-149	Administration and Finance
150-199	Teacher Education
200-499	Instruction
500-599	Library and Museum
600-699	Professional Licensing
700-749	School Employes' Retirement
750-849	Historical Commission
850-899	Censors
900-999	Special

The present list of publications available for distribution is a revision of the original edition brought out during the administration of Dr. Lester K. Ade from 1935-1939.

CLARENCE E. ACKLEY

Acting Superintendent of Public Instruction

September, 1939

PUBLICATIONS AVAILABLE FOR DISTRIBUTION

(A Bibliography)

I EXECUTIVE OFFICE

Nos. 1-49

Bulletin No.		*No. Pages*	*Edition*
1	Biennial Report of the Superintendent of Public Instruction	391	1938*
3	Program of the Department of Public Instruction	49	1936
4	Proceedings of the Education Congress	117	1939*
5	Digest of New Legislation on Education	19	1937
6	Manual of Style for the Department	207	1939
7	Publications Available for Distribution	16	1939
8	Official Forms in Use	25	1939
9	One Hundred Years of Free Public Schools in Pennsylvania	107	1934
10	Public Education, the Monthly Bulletin of the Department (Bound Volume)	252	1939*
11	Expanding Functions of Education for Pennsylvania	11	1938
12	New and Improved Services of the Department of Public Instruction	33	1938
13	The Education Building	47	1939
14	A Working Philosophy of Education for Pennsylvania	44	1939
15	The New Finance Building	16	1939
16	Parent-Teacher Service to Education	56	1939
17	The Language of Modern Education	46	1939
18	County Educational Planning	40	1939

II ADMINISTRATION AND FINANCE

(50-149)

A. General

(50-64)

50	Study of Local School Units	150	1938

B. School Law

(65-69)

65	School Laws of Pennsylvania	476	1939*
66	Basic Principles and Provisions of the School Laws	47	1938

*Earlier Editions Available.

C. Child Accounting and Research
(70-84)

Bulletin No.		*No. Pages*	*Edition*
70	Pennsylvania Education Directory	76	1938*
71	Digest of Laws Controlling School Attendance and Employment of Minors	82	1938
72	Home and School Visitor Manual	94	1939
73	Statistical Report of the Superintendent of Public Instruction	157	1937*
74	Research Service Circulars:		
	1—Study of the Attendance of Children in the Public Schools of the Commonwealth	14	1937
	2—Salaries of Teachers, Supervisors, and Principals in School Districts of the Commonwealth	11	1937
	3—Attendance and the Issuing of Farm and Service Permits in the Public Schools	18	1937
	4—Achievement of Seniors from Public Secondary Schools of Pennsylvania in the 1937 State Scholarship Examination with Respect to the Size of Enrolment in School Attendance	15	1937
	5—Library Expenditures in the School Districts of Pennsylvania	20	1938
	6—Salaries of School Employes 1936-37	19	1938
	7—Attendance Conditions in the Public Schools of Pennsylvania 1936-37 ...	19	1938
	8—Suggestive Research Titles Pertaining to Education in Pennsylvania	16	1938
	9—Teacher Certification of Instructional and Administrative Employes in the Public Schools of Pennsylvania	28	1939
	11—Salaries of School Employes	27	1939
75	Research Bulletins:		
	12—School Finances in Pennsylvania, 1932-34	38	1935
	13—Public Secondary Schools in Pennsylvania	32	1936
	14—Attendance in Public and Private Schools 1925-35	24	1937
	15—Public School Finances, 1932-35	35	1937
	16—An Inventory of Educational Conditions in Pennsylvania as Revealed by Age-Grade Statistics, 1925-35	41	1938
	18—Analysis of the School Load in Pennsylvania in Terms of Enrolment and Census Enumeration	51	1939

*Earlier Editions Available.

Bulletin No.		*No. Pages*	*Edition*
76	Research Service Monographs: 1—Summary of Research Findings as a Contribution to Certain Problems in Science Education	60	1939

D. School Plant
(85-99)

85	Building and Equipment of One-Teacher Schools	36	1927
86	The School Plant—Rules and Regulations Governing the Plan, Design, and Construction	51	1939
87	What About School Grounds—Their Planning and Planting?	43	1939

E. Consolidation and Transportation
(100-114)

100	Public School Transportation in Pennsylvania	44	1939
101	Standards, Rules and Regulations Relating to Transportation of Public School Pupils	28	1938
102	Guiding Principles, Standards and Regulations in Merging School Districts	7	1938

F. School Business
(115-129)

115	A Uniform Accounting System for School Districts	23	1939
116	Handbook for School Districts of the Fourth Class	48	1939

G. Budgetary Control
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H. Finance
(135-149)

135	Major Issues in Financing Education in Pennsylvania	99	1938

III TEACHER EDUCATION AND CERTIFICATION
(150-199)

150	Professional Status of Teachers in Pennsylvania	99	1938
151	Suggestions for the Conduct of Meetings of Teachers	22	1939

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152	Teacher Placement, A Phase of Teacher Education	31	1939
153	Teacher Education Curriculums	54	1938
154	Educational Standards for Teachers in Pennsylvania	114	1939
155	In-Service Teacher Education	23	1939
156	Institutions of Higher Learning in Relation to a State Program of Teacher Education	29	1939
157	A Working Philosophy in the Field of Teacher Education	20	1939
158	Standards for the Education and Certification of Administrative and Supervisory Officers	16	1939

IV BUREAU OF INSTRUCTION

(200-499)

A. General

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200	Expanding the Classroom	72	1938
201	The Administration of Vocational Education in Pennsylvania	160	1939
202	How Pennsylvania is Governed	84	1939
203	Radio in Education	47	1939
204	Pennsylvania—An Inventory of the Human and Economic Resources of the Commonwealth	97	1937
205	Increased Social Opportunities Through Community Planning	36	1936
206	Education and Recreation	33	1935
207	Reporting Pupil Progress in School	35	1935
208	Use of Radio in Developing Instructional Programs	31	1935
209	Bird Day-Arbor Day	48	1934
210	Penn Day	116	1934
211	Concrete Learning	96	1931
212	Visual Education and the School Journey	95	1930
213	The Object-Specimen Model as a Visual and Other Sensory Aid and a Blackboard Technique	78	1929
214	Conservation Education	108	1939
215	Aviation in Pennsylvania Schools	38	1939

B. Elementary

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230	Special Opportunities for Small Rural Schools	97	1939
232	Suggestions for the Development and Use of Curriculum Materials in the Elementary Schools	87	1936

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C. Secondary
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240	Commencement and Promotion Programs in Pennsylvania Schools	35	1939
241	Secondary School Manual for Pennsylvania	36	1939

D. Special Fields
(250-499)

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(250-259)

250	Vocational Agriculture in Pennsylvania	30	1939
251	Summer Program for the Vocational Agriculture Teacher	5	1938
252	Equipment for a Department of Vocational Agriculture	14	1938
253	Agriculture Education for Adolescents in Pennsylvania	198	1937

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261	Course of Study in Art Education	110	1933

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270	The Administration and Organization of the Distributive Education Program	17	1939
271	The Organization and Administration of Commerical Education in Secondary Schools	105	1937
272	Shorthand for Senior High Schools	104	1932

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280	Successful Practices in the Teaching of English in the Secondary Schools	35	1939
281	Developing Facility in Written Expression	16	1939
283	Oral English for Secondary Schools	12	1939
285	Literature for Secondary Schools	99	1935
286	Journalism for Secondary Schools	30	1935

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290	Minimum Standards Governing Reimbursement and Accreditment of Extension Schools	25	1938
291	Directed Correspondence Study	77	1938
292	Program of Extension Education	83	1939

Bulletin No.		*No. Pages*	*Edition*
293	Pennsylvania Program of Literacy and Citizenship Education	83	1939
295	Home Classes for Foreign-born Mothers	77	1939
296	Parent Education Manual	50	1935

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(300-309)

300	Suggestions for Developing Guidance Practice in Secondary Schools	157	1939
301	Ninth Grade Course in School Opportunities and Occupations	58	1933
302	An Eighth Grade Course in Occupations	22	1931

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310	The Conduct of Elementary Physical Education	216	1939
311	Orientation and Guidance in Secondary Physical Education	180	1938
312	Health Service in Education	53	1939
313	The Organization and Administration of the Audiometric Testing Program	15	1938

Homemaking
(320-329)

320	Education for Homemaking	60	1939
321	Units of Work in Homemaking Education	80	1938
322	Homemaking Cottages	42	1939
323	Nutrition and the School Lunch	49	1936

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330	Vocational Industrial Evening Classes	47	1939
331	Industrial Arts for Secondary Schools	175	1939
332	Safety Education in Industrial School Shops	87	1938
333	Creative Hands and Purposeful Activities	61	1939
334	Conference Planning and Leadership as Applied to Foremanship Education	42	1935
335	Part-time Cooperative Industrial Education	58	1927
336	All-day Vocational Trade and Industrial Schools and Departments	101	1927
337	Technical and Business Institute Education	48	1939
338	Apprenticeship Education Program	37	1939
339	Automotive Shop Construction in Public Schools	32	1939
341	Suggestions for Making and Reporting Occupational Surveys	34	1939
344	Analysis of Book Material in the Field of Industrial Education	15	1931

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	Languages (350-354)		
350	The Teaching of Modern Foreign Languages in the Secondary Schools	38	1939
	Library (355-359)		
356	Library Manual	122	1932
	Mathematics (360-369)		
360	Quantitative Aspects of Experiencing in the Elementary School	221	1939
	Music (370-379)		
370	Music Education for Small Rural Schools	25	1939
371	Course of Study in Music Education for Elementary and Secondary Schools	122	1933
372	Pennsylvania in Music	27	1927
	Rehabilitation (380-389)		
380	Restoration of the Physically Handicapped	28	1939
	Safety (390-399)		
390	Education for Traffic Safety	23	1939
391	Standards for the Operation of School Safety Patrols	23	1931
392	Safety Education in the Public Schools	46	1935
	Science (400-409)		
401	Course of Study in Science—Grades I, II, and III	35	1933
402	Course of Study in Science—Grades IV, V, and VI	43	1933
403	Course of Study in Science for Grades 7-8-9	100	1933
404	Course of Study in Science for Senior High School Biology, Chemistry, and Physics	110	1936
405	Science in the Secondary School	110	1927
	Social Studies (410-419)		
410	A Tentative Chart Showing the Scope and Sequence of a Social Studies Program	1	1938

Bulletin No.		*No. Pages*	*Edition*
411	Suggestions for Developing a Social Studies Program in the Secondary School	32	1939
412	Geographic Education in Elementary and Junior High Schools	183	1935
413	Course of Study in Social Studies for Grades I and II	11	1936
414	Course of Study in Social Studies for Grades III and IV	19	1936
415	Course of Study in Social Studies for Grades V and VI	27	1936
416	Course of Study in Social Studies for Grades VII and VIII	53	1936
417	Course of Study in Social Studies for Grade Nine	79	1933
418	School Living for Social Purposes	24	1939

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420	Meeting the Needs of the Mentally Retarded	158	1939
422	Sight Conservation and Sight Saving Classes	15	1935

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Other Publications (Miscellaneous)
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V STATE LIBRARY AND MUSEUM
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500	Laws of Pennsylvania Relating to Public Libraries	11	1932
501	Pennsylvania Archives—Eighth Series	2 Vol.	1931
502	Pennsylvania Archives—Ninth Series	10 Vol.	1931
503	Why Our County Should Have a County Library	3	1938
504	Loans to Schools by Mail	4	1939
505	Loans to Individuals by Mail	4	1939
506	Charter of King Charles II of England and William Penn's Frame's of Government	59	1939
507	Minimum Standard Equipment of Visual and Other Sensory Materials	9	1938
509	Techniques of Visual-Sensory Aids	62	1939
	Library Pamphlet Series:		
510	Art Slides	5	1937
511	Biography Slides	4	1939
512	Geography Slides	8	1939
513	Literature Slides	8	1937

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514	Mathematics Slides	4	1939
515	Music Slides	9	1937
516	Health Slides	4	1939
517	Science Slides	8	1938
518	History Slides	4	1938
519	Special Days and Weeks Slides	4	1937
520	English Aids	4	1939
521	Geography Aids	8	1939
522	History Aids	4	1937
523	Science Aids	4	1937
524	Sources of 16mm Films	4	1938
525	Sources of 35mm Films	4	1938

VI BUREAU OF PROFESSIONAL LICENSING

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600	Pertinent Questions and Answers Pertaining to Professional Education and Learning	49	1939
602	Information for Candidates for the Degree of Certified Public Accountant	12	1938
603	Pamphlet Act 415—Engineers Board	9	1927
604	Interpretations and Regulations for the Administration of the Barber Law	25	1938
605	Interpretations and Regulations for the Administration of the Beauty Culture Law	30	1938
606	Laws, Rules and Regulations Pertaining to Medical Education and Licensure	54	1938
607	Revised Laws for Architects	12	1938
608	Revised Laws for Barbers	9	1938
610	Revised Laws for Dentists	14	1938
611	Revised Laws for Engineers	9	1927
612	Revised Laws for Medical Practitioners	18	1938
613	Revised Laws for Nurses	8	1927
614	Revised Laws for Optometrists	12	1938
615	Revised Laws for Osteopaths	11	1938
616	Revised Laws for Real Estate Brokers	11	1938
617	Revised Laws for Pharmacists	40	1931
618	Revised Laws for Veterinarians	6	1938
619	Roster of Registered Professional Engineers	67	1936
620	Scholarships and Opportunities for Self-Help in Pennsylvania Colleges and Universities	19	1937
621	Examinations for Real Estate Brokers and Real Estate Salesmen	19	1937
622	Certified Public Accountant Examination	29	1939
623	General Information-Preprofessional Credentials and Examinations	39	1935
624	Digest of Laws Relating to the State Board of Osteopathic Examiners and the Osteo-		

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	pathic Surgeons' Examining Board and the Practice of Osteopathy	15	1935
625	Hospital Interne Year—(20m)	56	1935
626	List of Registered Optometrists in Pennsylvania	30	1935
627	List of Registered Osteopathic Physicians	17	1935
629	Rules and Information Relative to Drugless Therapy, Physiotherapy, and Chiropody—(19m)	23	1932
630	Rules and Information—State Board of Optometrical Examiners	12	1931
631	Revised Laws, Rules and Regulations Relative to Midwifery—(21m)	24	1929
632	Curriculums for Schools of Beauty Culture	100	1938

VII SCHOOL EMPLOYES' RETIREMENT BOARD

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700	School Employes' Retirement Act	26	1936
701	Circular of Information for Members	4	1936
702	Circular of Information for Employers	4	1938
703	Circular of Information Concerning Superannuation Retirement	4	1938
704	Circular of Information Concerning Disability Retirement	4	1938
705	Handbook of Salary Deductions	95	1937
706	Handbook of Amounts Due Contingent Reserve Fund from State and Local Districts on Account of New Entrants	57	1937

VIII PENNSYLVANIA HISTORICAL COMMISSION

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750	Constitution Bibliography for Schools	14	1937
751	Pennsylvania Iron Manufacture in the 18th Century	227	1938
752	The Brief History of the Colonization of New Sweden	12	1938
753	Three Archeological Sites in Somerset County	30	1939
755	Pennsylvania and the Ratification of the Constitution (Distributed by the Constitution Commemoration Committee)	11	1937
756	Pennsylvania Beginnings in the Colony of New Sweden	4	1937
757	Sixth Report of the Pennsylvania Historical Commission	49	1937
773	Conserving Pennsylvania's Historic Past	21	1939
774	Guide to Depositories of Manuscript Collections in Pennsylvania	110	1939
776	Pennsylvania in History	24	1939